WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
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SUBJECT: **NEW SORT ORDERS FOR SCREEN CCAR & CHILD CARE ATTENDANCE REPORT FORMS**

CROSS REFERENCE: CARES Screen CCAR

EFFECTIVE DATE: January 29, 2001

PURPOSE

The purpose of this memo is to describe:

1. New sort orders for screen CCAR and the Child Care Attendance Report forms.

2. Use of the parameters (parms) for CCAR in order for the children to display in the same order on CCAR and the Child Care Attendance Report forms.

BACKGROUND

Local agencies had commented that the performance of CCAR was slow, especially during high peak usage times. To improve performance, the current sort had to be changed to reduce sort criteria.

CCAR SORTS

The **current** sorts for CCAR are:

Sort 1:   location number, auth worker ID, child's last name, child's first name, case number, PIN number, auth number (lists all cases from all counties)

Sort 2:   location number, child's last name, child's first name, case number, PIN number, auth number (lists only cases in the worker's county)

Sort 3:   location number, child's last name, child's first name, case number, PIN number, auth number (lists all cases from all counties)

The **new** sorts for CCAR are:

Sort 1:   location number, case number, PIN number, auth number (will list all cases from all counties)

Sort 2:   location number, PIN number, case number, auth number (will list only cases in the worker's county)

Note: Sort 2 was designed for use by Milwaukee County.

Sort 3:   location number, PIN number, case number, auth number (will list all cases from all counties)

USE OF PARMS

The PARMS for CCAR are:

Provider number or SSN or FEIN/(loc num)/(worker ID)/(sort code)/(MMDDYY)

1. All locations are displayed when no location is used in the parms. NOTE: Response time on CCAR is greatly improved when the location number is used in the parms, especially when the provider has several locations.

2. When Sort 1 is used on CCAR, and the worker ID is entered in the parms, only the children authorized by that worker ID on CCAC will display on CCAR.

3. The sort will automatically default to Sort 1 unless otherwise indicated in the parms when tranning to CCAR.

4. The attendance period date (MMDDYY) is entered in order to tran to an attendance period that is previous to the current attendance period.

CHILD CARE ATTENDANCE REPORT FORMS

When Sort 1 on CCAR is used, CCAR will be sorted in the same order as the Child Care Attendance Report forms. If the worker wants only the children that they authorized to appear on CCAR, the worker must include the worker ID in the parms when tranning to CCAR.

CONTACT

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Note: Email contacts are preferred. Thank you.

DES/BWSP/OCC/RB